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# FIXED ASSET MANUAL

## TRANSFERRING AN ASSET TO ANOTHER AGENCY

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### INTRODUCTION

Transferring an asset between agencies simply means that one agency sends an asset to another agency. The agency transferring the asset out is referred to as the "transfer out" agency and the agency receiving the asset is referred to as the "receiving agency".

The book value of the asset is an important factor in determining how to record the transaction. If the book value of the asset is less than \$5,000, the agency transferring will treat the transaction as a disposition, e.g., a donation or scrap, using transaction codes DD1 through DD4, depending on the class of asset. The receiving agency can enter the acquisition by whatever method seems appropriate.

If the book value of the asset is \$5,000 or more, both agencies should contact the [DSA Helpline](#) for assistance.

### TO TRANSFER AN ASSET WITH A BOOK VALUE OF LESS THAN \$5,000

The transfer out agency should dispose of the asset using the following steps:

1. Type **35** at the FAS Main Menu and press ENTER.
2. Enter an **A** in the **FUNCTION** field, and enter the property number and component number in the **PROP NO** and **COMP NO** fields. Confirm that the property and component number exactly match the record in the FAS Property File (i.e., screen S040).
3. Enter the sequence number (usually 0001) in the **SEQ NO** field.
4. Enter the transaction code (**FAS TC**) for the class code of the property number being disposed. The **FAS TC** will be DD1, DD2, DD3, or DD4. (Refer to FAS Descriptor Table 15.)
5. Enter the status code in the **STATUS** field.  
For a full disposition, enter the following:
  - **D** (disposed)
6. Enter a disposition code (e.g., **S** (if Sold), **D** (donated or scrapped), etc.) in the **DSP MTH** field. (Refer to FAS Descriptor Table 22 for more disposition codes.)
7. Enter the amount of cash actually received in the **ADT AMT** field.
8. Enter the three-digit number representing the percentage of the asset being disposed in the **DISP %** field. For a full disposition, enter 100.
9. Enter the disposition date in the **ADT DATE** field.

10. Enter the quantity in the **QTY** field. For a full disposition, the quantity should equal that of the asset in the FAS Property File.
11. Press F1 or ENTER to post the record to the FAS Property File.
  - If you do not have disposition-release authority (i.e., approval level 3 or lower), 'INVALID APPROVAL LEVEL' will appear in the message section of the screen, and the status in the FAS Hold File record will be '**H**'.
  - If you have disposition-release authority (i.e., approval level 4 or greater), 'RECORD ADDED' will appear in the message section of the screen and there will be a '**P**' in the FAS Hold File record.

The receiving agency should enter the acquisition using standard acquisition steps. Click [here](#) for steps to enter acquisitions.

## **TO TRANSFER AN ASSET WITH A BOOK VALUE OF \$5,000 OR MORE**

For either transferring out or receiving the asset, contact the [DSA Helpline](#) for assistance.